



CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
HEADQUARTERS, FLORIDA WING



22 September 2009

MEMORANDUM FOR: ALL UNIT CC/SE

FROM: FLWG-CAP/SE
USCG AS Miami
14750 NW 44 Court
Opa Locka, FL 33054

SUBJECT: SAFETY REQUIREMENTS

Recently a directive from CAP/NHQ was issued to curb the growing number of mishaps involving cadets at some of our larger cadet activities. These activities include:

- National Cadet Special Activities
- Region Encampments
- Wing Encampments

The directive places requirements not only on the staff but the cadets who are attending these events as well. This directive came out at the same time that we placed certain directives on our personnel from the Wing level. The purpose of this e-mail is to clarify all of the recent decisions concerning safety and who is required to do what based on not only National requirements, but Region and Wing as well.

First and foremost- **EVERY MEMBER OF FLWG IS REQUIRED TO HAVE OPSEC.** Currently 700+ members need OPSEC. Remember without OPSEC, members are not allowed to participate, be promoted or operate CAP radios.

Basic Safety Officer (SE) positions within FLWG. This includes Commanders (CC) who are currently functioning as SE's for their unit.

- If you are a CC your first priority is to try to find an SE so that you are not filling both positions. Some of you have been serving a long time as both.
- If you absolutely cannot find an SE then you must also register yourself as the SE on your National record so that you will receive certain information or be given permissions from National that are of concern to the SE position.
- Training: Each unit SE at all levels and those CC's serving as an SE **MUST** complete the following training courses:
- Online Safety Technician test
- Online Safety Senior test (*completing these two tests does not mean that you are entering into the Safety Officer Professional Development Track. You are strictly taking the new*

training course and not all of the other requirements that pertain directly to CAP concerning the safety track. This training is also required of the SE's who have previously completed any of the Professional Development levels of the Safety program through AFIADL as this information deals more closely with the safety program in CAP as opposed to the Air Force courses that we all took.

- Basic ORM
- Intermediate ORM
- Ground Handling Video Course
- OPSEC

Glider Program

- If you are a member who is a permanent part of the FLWG glider program you are required to have Basic and Intermediate ORM, Ground Handling Video Course, OPSEC and the Wing Runner course.

CAP Drivers

- **It is highly recommended that all CAP qualified drivers have the Basic ORM course.**

Air Operations

- If you are a member who serves in any air crew capacity you are required to have OPSEC and it is further recommended that you have Basic and Intermediate ORM and Ground Handling Video.
- If you are a CAP Form 5 pilot serving in any pilot position, it is recommended to have what is listed for the air crew above and it is further recommended that you take the AOPA "Essential Aerodynamics" course. *(Because this is a non CAP course, you will need to print out a certificate and have it placed in your squadron file. Squadron CC's or SE's must report to the Group SE as pilots attain this certification. Group SE must report to the Wing SE as they receive reports from the squadrons.)*

Encampments and large activities:

Encampments include the traditional Wing and Region (summer and winter) encampments plus any unit over night or longer bivouac. This does not include overnights stays in a hotel or similar structure.

Large activities are defined as an activity that involves 25 or more members, (Senior and cadet combined). All National Cadet Special Activities (NCSA) are considered in this category.

- Staff personnel (Senior and Cadet) for the summer and winter encampments and NCSA are required to take the Required Staff Training Program as required by CAPR 52-16.
- Staff personnel (Senior and Cadet) for the above as well as the remainder of the identified list of encampments and large activities must also have Basic and Intermediate ORM, the ORM worksheet and OPSEC prior to attending the activity. This is a onetime test for each of these items. Once it is on your National record that you have completed this training, it is good for all future encampments and large activities. See ORM materials link below.

- For encampments (Wing and Region) on day 1 of the activity, the activity staff will lead the students through the Basic ORM Course, using the slides found at capmembers.com/orm. These students do not need to complete and pass the written test that is associated with this course. However, instructors need to facilitate a meaningful discussion about how the course's lessons relate to the particular activity the students are participating in.
- For the purpose of all other defined large activities, the Safety officer will simply address key safety concerns related to the particular type of event being conducted.
- If the activity involves aircraft, also follow the guidelines listed above.

Links to the training

a. Online SE Courses: http://www.capmembers.com/safety/safety_specialty_track_training.cfm

b. The on-line ORM Course is located at: <http://www.capmembers.com/safety/orm.cfm>.

Students and staff can view the ORM worksheet at:

http://capmembers.com/media/cms/V1_Tab3_94277D5C1AA7E.pdf

c. Ground Handling video is located at:

<https://www.capnhq.gov/CAP.MultiMedia.Web/login.aspx?ReturnUrl=%2fCAP.MultiMedia.Web%2fVideo.aspx>.

d. Essential Aerodynamics from AOPA Air Safety Foundation located at:

https://www.aopa.org/asf/osc/loginform.cfm?course=aerodynamics&project_code=&

e. Wing Runner Course is available at: <http://www.soaringsafety.org/school/wingrunner/toc.htm>

f. ORM Materials can be viewed at <http://www.capmembers.com/orm>.

g. OPSEC <https://tests.cap.af.mil/opsec/main.cfm>

DEADLINES:

1. OPSEC, Basic ORM, Ground Handling Video and the training requirements for the unit Safety officer are due by 30 November 2009.

2. All remaining requirements are due to be completed PRIOR to an activity or encampment.

Thank you in advance for your cooperation on these directives.

FOR THE COMMANDER

///SIGNED///

CRIST FELLMAN, Major, CAP
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